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Dear Sir:

On _____, and on _____, we wrote to you apprising you that a final audit of your account with this agency revealed you to be indebted to the United States in the sum of _____. You have replied to none of these letters. In the second letter, we advised you that, lacking a remittance from you for the amount of the indebtedness within thirty (30) days from the date of that letter, we would deduct so much of your retirement fund as was necessary to cover the indebtedness. This was done on _____. In the third letter we advised you that, since you did not have sufficient money in your retirement fund to offset the total indebtedness, we would appreciate your remission of the difference. We also advised you that, were we not to hear from you within thirty (30) days of the date of that letter, we would forward your account to the General Accounting Office for deduction from monies possibly owed you by any other branch(s) of the United States Government.

To date we have not heard from you in the matter. Accordingly, as of this date we are proceeding to turn your account over to the General Accounting Office. For your information, accounts forwarded to the GAO in these circumstances, and which cannot be satisfied in that office, are forwarded on to the Department of Justice for appropriate action.

Very truly yours,

(Fourth letter - to be sent 30 days after the sending date of the third letter and if no reply has been received)